# 辞职信英文范文(合集5篇)

来源：网络 作者：倾听心灵 更新时间：2025-03-02

*辞职信英文范文1Dear Please accept my resignation as associate chemist at the GERT Institute. I plan to leave my job here on Sep...*

**辞职信英文范文1**

Dear

Please accept my resignation as associate chemist at the GERT Institute. I plan to leave my job here on September 30, 19–, taking a few days of annual leave just prior to that effective date.

As you know, my primary interest has been in the oil and gas industry. Therefore, I’ve accepted a position with Fury Refining, Inc., that should put me back in touch with my “first love.” Although I’m eager to accept the challenges in this new position, I regret leaving the institute.

You and the organization as a whole have treated me very well over the past three years. I won’t forget the friendship and professional growth I’ve experienced as an employee here. Best wishes to all of you for years of expansion here.

Sincerely,

**辞职信英文范文2**

Dear

Effective October 1, I will assume the position of director of human resources for XXX, Inc., in Baton Rouge. Therefore, please accept my resignation as benefits and compensation coordinator of the Human Resources Department within AAA Associates, effective September 30.

The decision was a difficult one for me because I have so enjoyed my working relationships here. The job description has given me great latitude in assisting other coordinators within the human resource area, and as a result, I’ve gained skills in several related fields. These cross-training opportunities have been invaluable, and in a much more formal, classroom setting, I’ve been able to take advantage of classes in management, interpersonal skills, writing, and oral presentations. All of this training has been a worthwhile effort for both AAA (company) and me.

As I go to the new position, I’ll do so with the utmost respect for the management examples and philosophies learned here and with gratitude for the personal attention to my career growth.

Thank you for the rewarding experience I’ve enjoyed during my seven-year association with the organization.

Sincerely,

**辞职信英文范文3**

Directions:

Two months ago you got a job as an editor for the magazine design and fashion now you find that the work is not what you expected. You decide to quit. Write a letter to your boss, Mr. Wang,

Telling him your decision, stating your reason(s), and making an apology.

Write your letter with no less than 100 words. Write it neatly on ANSWER SHEET 2. Do not sign your own name at the end of the letter; use “Li Ming” instead. You do not need to write the address.

Sincerely,

**辞职信英文范文4**

Company Name or Letterhead

Address

City, State Zip

Date

Addressee

Address

City, State Zip

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Sincerely,

**辞职信英文范文5**

Dear xxx,

I am offering my resignation as operations manager of the xxx plant， effective May 15. As of now， I’m not quite sure where I’ll be looking for employment and am toying with the idea of turning one of my life-long hobbies into a profit-making enterprise.

Frankly， Vernon， I was deeply disappointed the vacancy of general manager was filled by someone from outside the pany. Through years of excellent performance appraisals， I was led to believe I was in line for that position. Under the circumstances， I think you’ll understand my decision to resign.

I do appreciate the management training I’ve been given here; it has indeed prepared me well for almost any general business career I decide to pursue. My best wishes for the pany’s continued growth.

Sincerely,

xxx

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